Word Troubleshooting

Microsoft Word Integration

MICROSOFT WORD SETTINGS

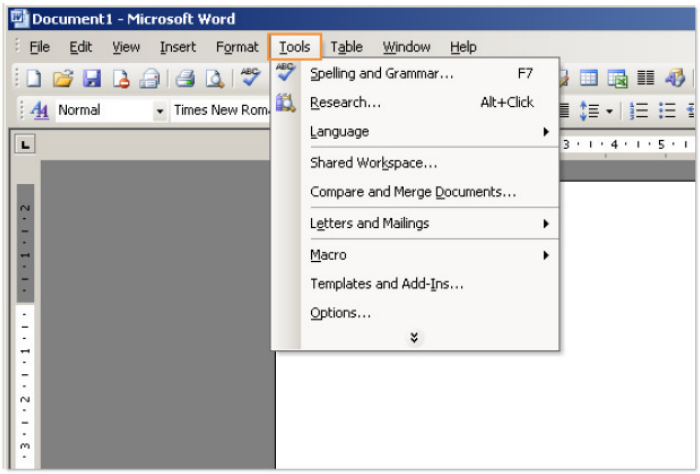
In order for LEAP and Microsoft Word to integrate seamlessly the following settings will need to be checked in Word.

After checking/setting the below settings you will need to run a Rebuild All from the Help > About LEAP Documents 2003 window.

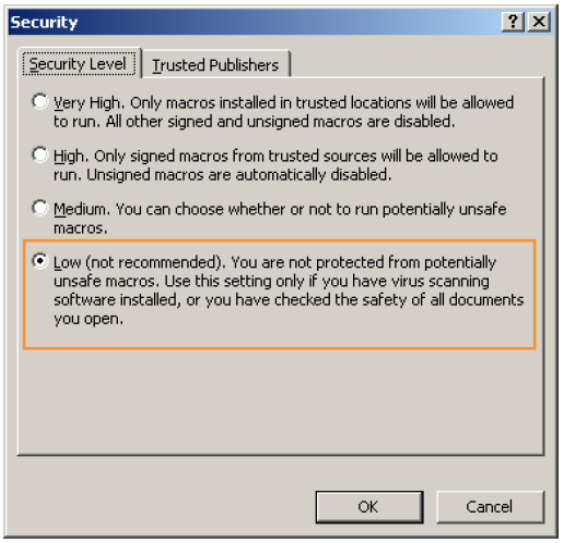
MICROSOFT WORD 2003

Macro Security

- Select the **Tools** menu



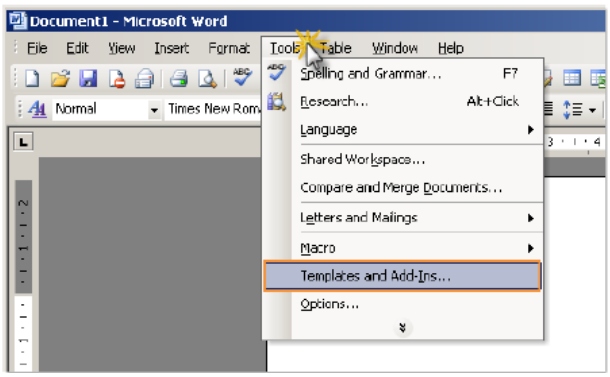
- Click on **Macro** from the list
- Select **Security** and Set Macro security to **Low**


Security
Security Level
Trusted Publishers
Very High. Only macros installed in trusted locations will be allowed to run. All other signed and unsigned macros are disabled.
High. Only signed macros from trusted sources will be allowed to run. Unsigned macros are automatically disabled.
Medium. You can choose whether or not to run potentially unsafe macros.
Low (not recommended). You are not protected from potentially unsafe macros. Use this setting only if you have virus scanning software installed, or you have checked the safety of all documents you open.
OK
Cancel

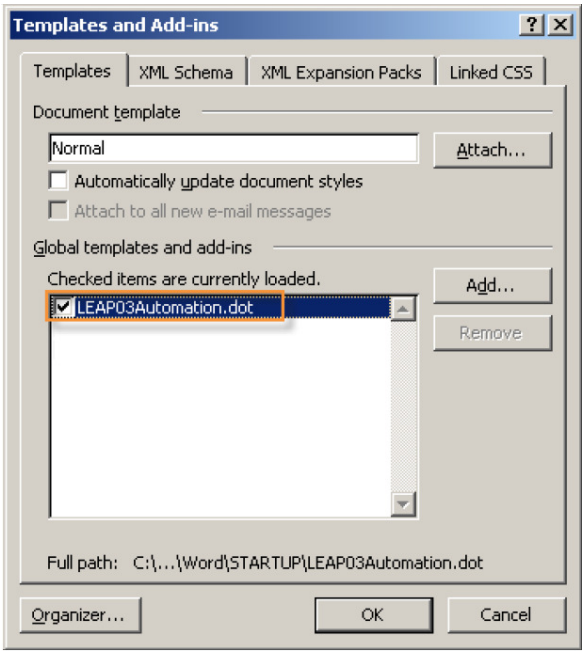
- Click on the **OK** button

Templates and Add-ins

- Select the **Tools** menu
- Click on **Templates and Add-ins**



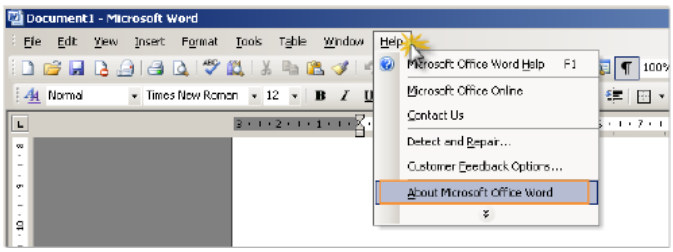
- Under **Global templates and add-ins**



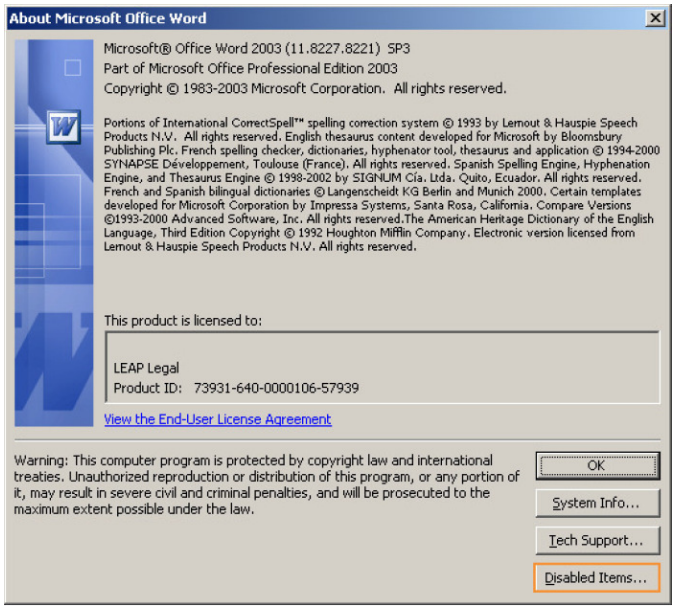
- **LEAP03Automation.dot** should be listed and ticked
- Click on the **OK** button

Disabled Items

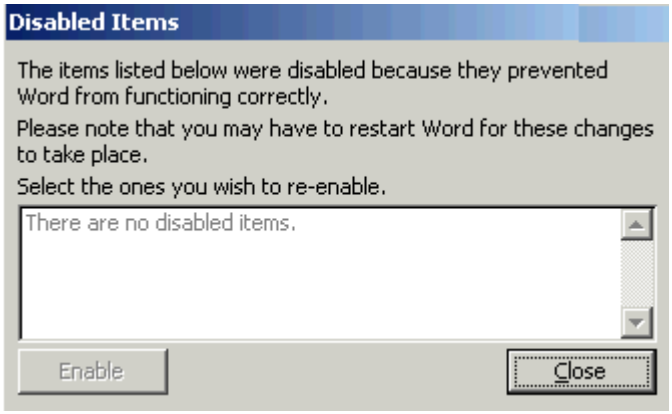
- Click on the **Help** menu
- Click on **About Microsoft Office Word**



- Click on the **Disabled Items** button


About Microsoft Office Word
Microsoft® Office Word 2003 (11.8227.8221) SP3
Part of Microsoft Office Professional Edition 2003
Copyright © 1983-2003 Microsoft Corporation. All rights reserved.
Portions of International CorrectSpell™ spelling correction system © 1993 by Lernout & Hauspie Speech Products N.V. All rights reserved. English thesaurus content developed for Microsoft by Bloomsbury Publishing Plc. French spelling checker, dictionaries, hyphenator tool, thesaurus and application © 1994-2000 SYNAPSE Développement, Toulouse (France). All rights reserved. Spanish Spelling Engine, Hyphenation Engine, and Thesaurus Engine © 1998-2002 by SIGNUM Cía. Ltda. Quito, Ecuador. All rights reserved. French and Spanish bilingual dictionaries © Langenscheidt KG Berlin and Munich 2000. Certain templates developed for Microsoft Corporation by Impressa Systems, Santa Rosa, California. Compare Versions ©1993-2000 Advanced Software, Inc. All rights reserved.The American Heritage Dictionary of the English Language, Third Edition Copyright © 1992 Houghton Mifflin Company. Electronic version licensed from Lernout & Hauspie Speech Products N.V. All rights reserved.
This product is licensed to:
LEAP Legal
Product ID: 73931-640-0000106-57939
View the End-User License Agreement
Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.
OK
System Info...
Tech Support...
Disabled Items...

- **Enable** any **Disabled items** by clicking on the document and selecting the **Enable** button

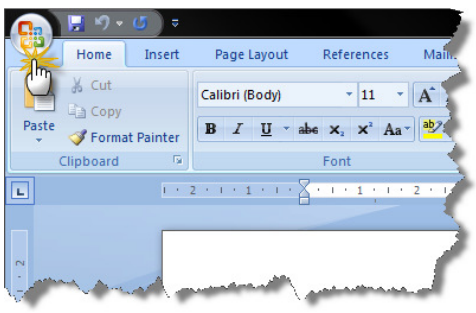

Disabled Items
The items listed below were disabled because they prevented Word from functioning correctly.
Please note that you may have to restart Word for these changes to take place.
Select the ones you wish to re-enable.
There are no disabled items.
Enable
Close

- Click on the **Close** button
- Click on the **OK** button to close the About Microsoft Office Word Window.

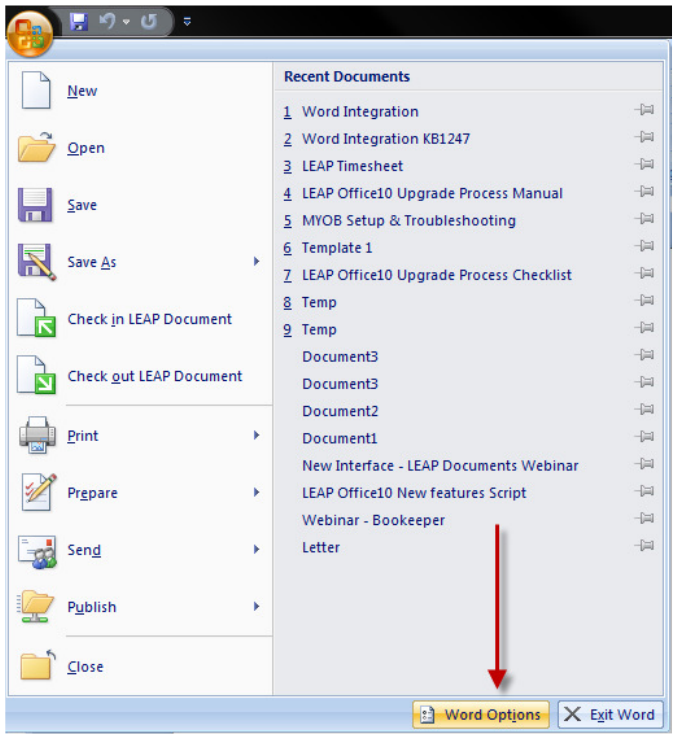
MICROSOFT WORD 2007 AND MICROSOFT WORD 2010

MICROSOFT WORD 2007

- Select the Office button

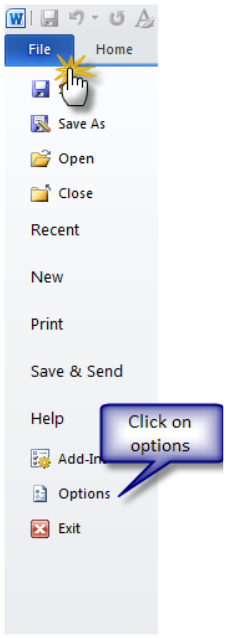


- Click on the **Word Options** button



MICROSOFT WORD 2010

- Click on the **File** menu and select **Options**

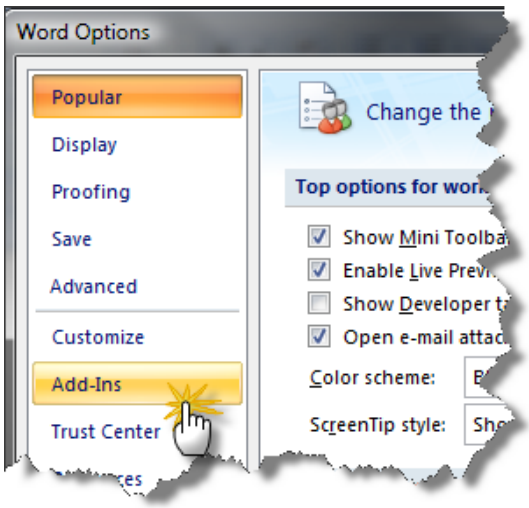


Note: This will then bring you to the same window for word 2007 and word 2010.

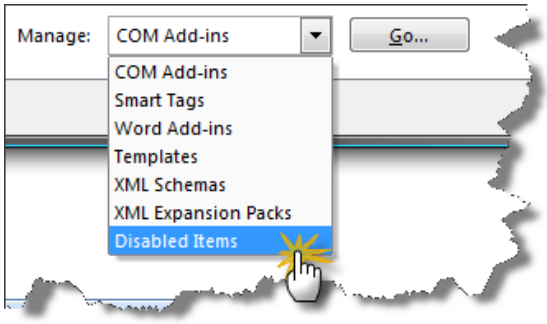
- Select **Popular** from the navigation pane and check that the **username** and **initials** are entered correctly

Disabled Items

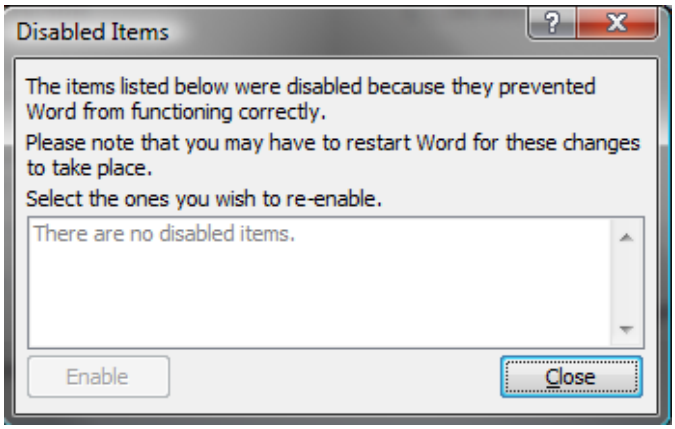
- Select **Add-ins** from the **navigation** pane



- From the **Manage** drop down list select **Disabled Items** and click on the **Go** button



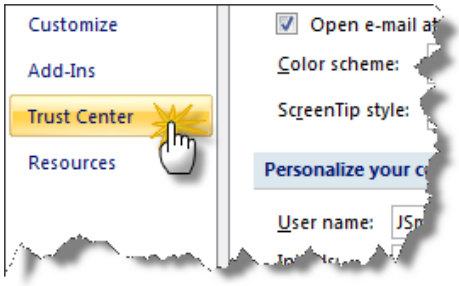
- **Enable** any **Disabled items** by clicking on the document and selecting the **Enable** button


Disabled Items
The items listed below were disabled because they prevented Word from functioning correctly.
Please note that you may have to restart Word for these changes to take place.
Select the ones you wish to re-enable.
There are no disabled items.
Enable
Close

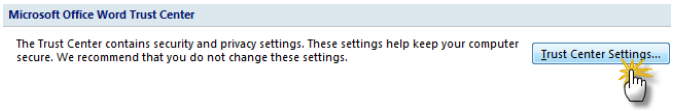
- Click on **Close**.

Macro Settings

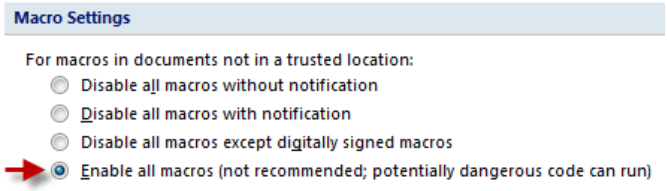
- Select **Trust Centre** from the navigation pane



- Click on the **Trust Centre Settings** button


Microsoft Office Word Trust Center
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.
Trust Center Settings...

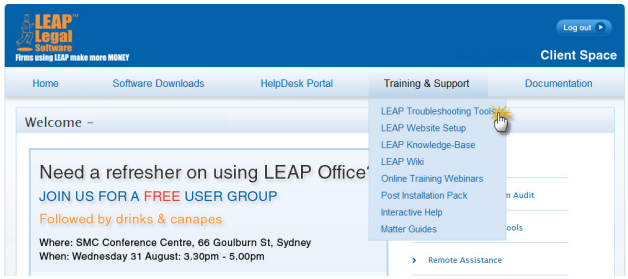
- Select the macros to **Enable All Macros**


Macro Settings
For macros in documents not in a trusted location:
Disable all macros without notification
Disable all macros with notification
Disable all macros except digitally signed macros
Enable all macros (not recommended; potentially dangerous code can run)

- Click on the **OK** button.

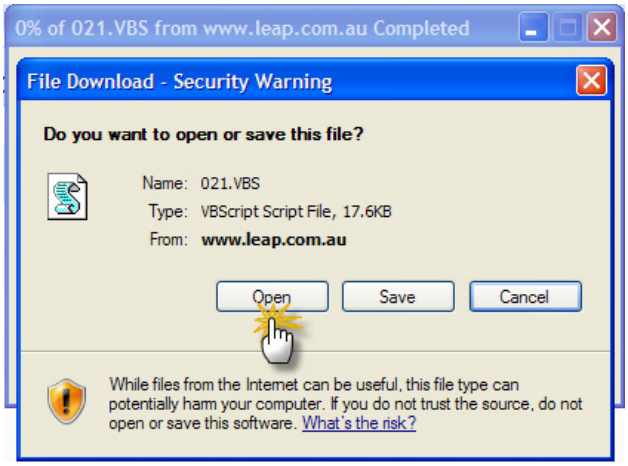
Once the above steps have been completed for your version of Microsoft Word. Ensure both LEAP Documents and Microsoft Word are closed so the desktop is up and complete the following:

- Open an internet page and in the address bar type www.leap.com.au
- **Log into the Client Space** and navigate to the menu **Training & Support**, select **LEAP Troubleshooting tools**.



- Click on **wordfix**

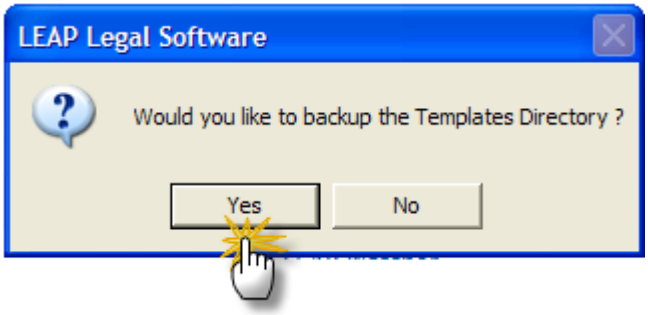
- Once the download appears select **open**


0% of 021.VBS from www.leap.com.au Completed
File Download - Security Warning
Do you want to open or save this file?
Name: 021.VBS
Type: VBScript Script File, 17.6KB
From: www.leap.com.au
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

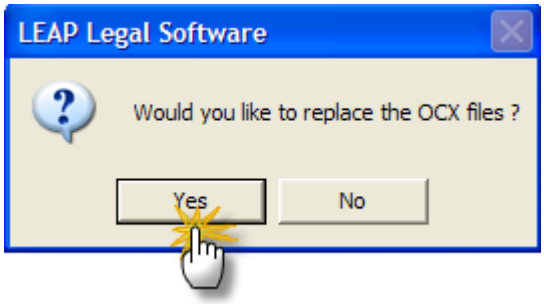
- Select **run**

Verifying 021.VBS from www.leap.com.au
Internet Explorer - Security Warning
The publisher could not be verified. Are you sure you want to run this software?
Name: 021.VBS
Publisher: Unknown Publisher
Run
Don't Run
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust. How can I decide what software to run?

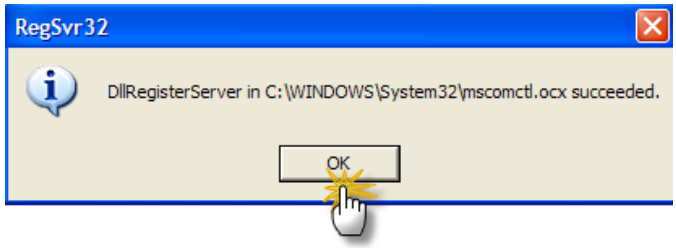
- A question will pop up to backup the Templates Directory. Click **yes**

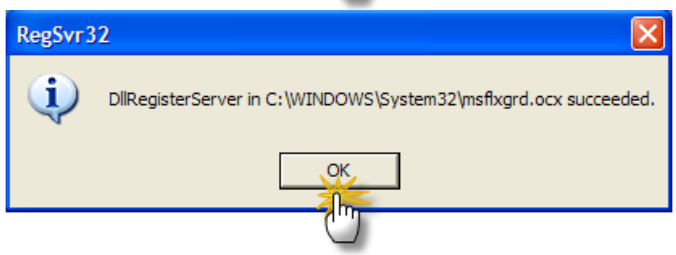


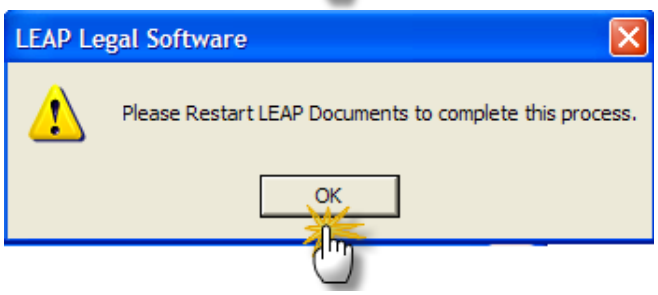
- Another question will pop up to replace the OCX files. Click **yes**



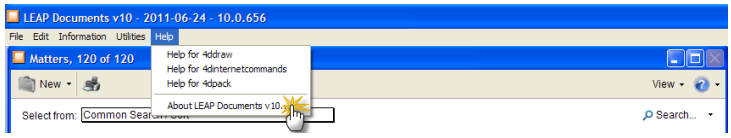
- 3 prompts will then appear – 2 advising it has succeeded and another to restart leap documents.
- Click **OK** to all 3.







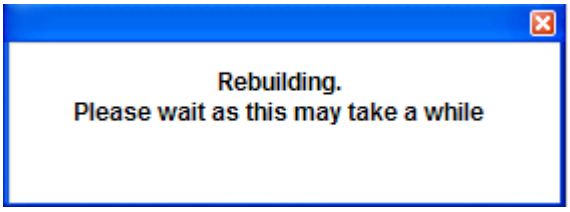
- Once you have completed these steps, open up Leap Documents and run a **rebuild all**.
- Click on the **help** menu at the top and select **About Leap Documents v10**.



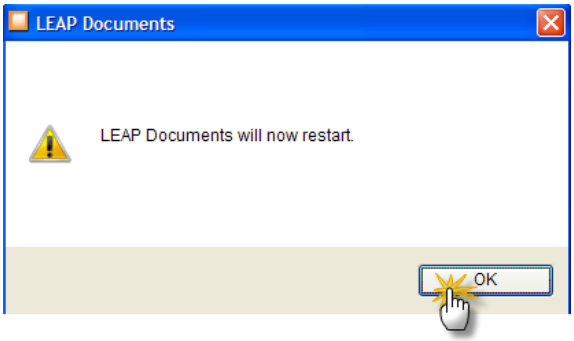
- Then select **rebuild** all

About LEAP Documents v10
System Environment
About LEAP Documents
Performance
System Info
Segment Info
10.0.656
LEAP Documents Information
Version: LEAP Documents v10 2011-06-24
Firm Unique Code: 1251000
Concurrent Users: 6
Online Server Classification: Solicitors
Operating System Environment Folders
Temp: C:\Documents and Settings\viezzi\Local Settings\Temp\LEAP\
Application: C:\Program Files\LEAP Office\LEAP Documents\Single User\
Settings: C:\Documents and Settings\viezzi\Application Data\4D\
Word: C:\Documents and Settings\viezzi\Application Data\Microsoft\Word\STARTUP
Outlook:
Data File Location (10.20.6.128)
C:\Documents and Settings\viezzi\Desktop\LEAP Documents (back up this data)\LEAP Documents 2003 3.8.2011.4DD
Firms using LEAP make more MONE
Click on rebuild all
LEAP Legal Software Pty Ltd
Sydney: Level 8, 189 Kent Street, Sydney NSW 2000
Melbourne: Level 2, 520 Collins Street, Melbourne VIC 3000
Brisbane: Level 1, 365-375 Turbot Street, SPRING HILL QLD 4000
Phone: (02) 8273 7544
Phone: (03) 9629 5700
Phone: (07) 3831 2488
1991...2010 Copyright LEAP Developments Pty Limited. All Rights reserved
Rebuild All
Done

- A message will appear



- Once completed a prompt will appear advising Leap will restart.
- Click **OK**



- Once Leap has restarted, test opening any word documents within Leap Documents.